

Reinstalling your EDI Program File

The Gaming Control Board has modified the EDI program file so that the new rates show up on the printed copy of the NGC-01 form. We have also corrected the filing date for the NGC-04 so that the EDI program uses the correct due date, June 30.

These instructions are for copying the new program file only into your EDI folder. Doing this will enable you to retain your data files which contain your form filing information from last month. If you encounter problems with this process, please contact the Tax and License Division at (775) 684-7770 to request disks.

PLEASE NOTE: to ensure that you do not lose your form filing information, please do the following:

❖ **Make a copy of your existing EDI folder prior to copying the new program file into the EDI folder.** To do this:

- Open your Windows Explorer by right-clicking on "Start"
- Highlight and click on "Explore"
- Find the folder where your files are stored (it should be named "EDI"). To find your EDI folder:
 - Scroll to the top of your Folders list on the left-hand side of the Explorer window
 - Locate your "C:" drive. It may be called "Local Disk (C:)" "Win98 (C:)" or just "(C:)"
 - If there is a plus sign (+) to the left of the C: drive, click on it to expand the folders list under that drive
- Right-click on the "EDI" folder
- Highlight and click on "Copy"
- Move your cursor to your local disk (C:) drive
- Right-click on (C:)
- Highlight and click on "Paste"
- If your existing EDI folder is also under your (C:) drive, your new folder may have the name of "Copy of EDI" or you may be required to name the folder something else.

❖ **Download edi_program_only.exe**

- Go to the Board's web site at <http://www.gaming.state.nv.us/>
- Click on the "Electronic Tax Filing and Payment" link found on the left-hand side of the page
- Click on "New Program Only Download"
- Click on the "Save" button
- Look in the "Save in" box so you will know where your file will be stored. Find your EDI folder. To do this:
 - Click on the down arrow to the left of the "Save in" box
 - Scroll to find your C: drive
 - If you do not see the list of your files under the C: drive, double click on the C: drive to expand the list
 - Double-click on the EDI folder to open it to save your program file.

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- Click on “Save”
- If necessary, click on “Close” to close the “Download Complete” message
- ❖ **Find your downloaded file.**
 - Open your Windows Explorer by right-clicking on “Start”
 - Highlight and click on “Explore”
 - Find your EDI where your download file is stored. To find your EDI folder:
 - Scroll to the top of your Folders list on the left-hand side of the Explorer window
 - Locate your “C:” drive. It may be called “Local Disk (C:)” “Win98 (C:)” or just “(C:)”
 - If there is a plus sign (+) to the left of the C: drive, click on it to expand the folders list under that drive
 - Double-click on the “EDI” folder to open the folder
 - Your downloaded file will be in this folder, and named “edi_program_only.exe”
- ❖ **Unzip your downloaded file.**
 - Double-click on “edi_program_only.exe”
 - The WinZip Self-Extractor dialog box will display on your screen
 - In the “Unzip to folder” box, click “Browse”
 - You may have to click on your C: drive Locate your “C:” drive. It may be called “Local Disk (C:)” “Win98 (C:)” or just “(C:)”
 - If there is a plus sign (+) to the left of the C: drive, click on it to expand the folders list under that drive
 - Click on your EDI folder to highlight it, then click on the “OK” button to select the folder. Your EDI folder will probably be “C:\EDI”.
 - Click the “Unzip” button
 - You may be prompted to click “Yes” on a new dialog box asking if you want to overwrite the old program file (named “GCBEDI.EXE”). Click the “Yes” button if this message appears.
 - Click the “OK” button when the message displays that 1 file has been successfully unzipped.
 - Click on the “Close” button to close the WinZip Self-Extractor dialog box.
- ❖ **Clean up your folders.** After you have used the new program successfully to file forms with the Board, you can delete the “Copy of EDI” folder which you made earlier.

